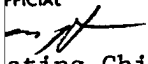


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RECOMMENDATION FOR SUSTAINED SUPERIOR PERFORMANCE OR EXCEPTIONAL ACCOMPLISHMENT AWARD					NUMBER (Do not write in this space)	
REVIEW HR 20-38, "SUGGESTION, INVENTION, SUSTAINED SUPERIOR PERFORMANCE, AND EXCEPTIONAL ACCOMPLISHMENT AWARDS," AND THE GUIDANCE FOR PREPARATION ATTACHED TO THIS FORM.						
EMPLOYEE NUMBER		NAME OF PERSON RECOMMENDED (last, first, middle initial)			SOCIAL SECURITY NUMBER	
		SEE PAGE 3 & 4				
POSITION TITLE & OCC. SERIES		GRADE	CAREER SERVICE	DIRECTORATE/OFFICE/DIVISION		
Info Off-Foren Bdcst 1001.04			RF	DS&T/FBIS/OPS/DRD		
TYPE OF AWARD		RECOMMENDED AMOUNT		BASED ON		INCLUSIVE DATES FOR WHICH RECOMMENDED
SUSTAINED SUPERIOR PERFORMANCE		\$ 300.00 or 750.00		X TANGIBLE SAVINGS \$48,438.57		August-December 87
X EXCEPTIONAL ACCOMPLISHMENT				X INTANGIBLE BENEFITS		
				VALUE EXTENT Extended		
SUPPORTING NARRATIVE FOR RECOMMENDED AWARD AND SUBJECT OF AWARD						
<p>I recommend that the attached list of officers of the FBIS DAILY REPORT be awarded Exceptional Accomplishment Awards with cash emoluments of \$300.00 each for sustained superior performance between August and December, 1987 in significantly increasing DAILY REPORT production while successfully making a difficult transition to the first totally automated production system, FBIS' history.</p> <p>Beginning in August 1987, the men and women of the DAILY REPORT underwent a series of profound professional changes. They moved in stages from Rosslyn to Reston, trained on FBIS' new automated production system, and simultaneously produced all eight volumes of the DAILY REPORT without interruption, even while working from two locations. Further, the DAILY REPORT managed to accelerate its training schedule and accomplish its transition in a briefer period than planned, minimizing disruption and saving over \$48,000 in funds obligated for FBIS' contract with Kelly Services.</p> <p>Once in place in Reston, the DAILY REPORT editors found themselves facing an automated system with many operational problems. Their response was a genuinely dedicated team effort, in cooperation with the Engineering Support Group and responsible contractors, to effect changes in the system, to devise new procedures and work-arounds, and to augment the initial training they had received, revealing an outstanding shared professional commitment to making the system work. At the same time, they were adjusting to the profound changes in their working lives created by extended use of computer terminals, establishing good working relationships with the people responsible for composition of the DAILY REPORT volumes, and creating and implementing active measures to offset losses in quality control related to automation.</p>						
<input type="checkbox"/> ADDITIONAL SHEET(S) ATTACHED						
APPROVAL AND CONCURRENCE						
OFFICIAL  Acting Chief, Operations Group, FBIS				DATE 25 Apr 88 25X1		
TITLE AND CAREER SERVICE HEAD R. W. Manners, Director, Foreign Broadcast Information Service				DATE 2 May 88 25X1		
CONCURRENCE OF DEPUTY DIRECTOR (IF REQUIRED)				DATE		

FORM 3960
12-87 OBSOLETE
PREVIOUS EDITIONS

CLASSIFY AS APPROPRIATE

Regraded Unclassified when separated
from Classified**CONFIDENTIAL**

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RECOMMENDATION FOR EXCEPTIONAL ACCOMPLISHMENT AWARD -- DAILY REPORT

Narrative (continued)

The result? An average DAILY REPORT production level that is at least 80 percent greater than that of our previous paper environment. The outstanding nature of this accomplishment is underscored by the fact that this increase in production has been accomplished with no accompanying increase in staffing. The effect on the Intelligence Community, particularly non-SAFE users, of this near doubling of output is hard to overvalue. Analysts and policymakers throughout the Community are now receiving much more grist for their professional mills from FBIS' open source collection effort, and many have expressed appreciation of that fact.

For their dedication, initiative and forbearance in the face of extensive and complicated change, as well as the high degree of professionalism these officers exhibited in sustaining the production of a quality intelligence product to meet the ever-demanding needs of the Community, I strongly recommend that the cited awards be favorably considered in recognition of the accomplishments achieved.

I also recommend that DAILY REPORT Managing Editor be awarded an Exceptional Accomplishment Award with cash emolument of \$750.00 for his outstanding efforts in overseeing this successful transition to an automated system, bringing excellent initiative and problem-solving skills into play in protecting and advancing user interests by extensive coordination with the Engineering Support Group and responsible contractors while maintaining DAILY REPORT morale through a collegial and open style of leadership admirably conducive to the shared professional commitment and team effort of all those involved.

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